



Culminating Activity Part 1 Skills Inventory

Introduction:

In this culminating activity, you will take inventory of the skills that you are developing and relate them to your Co-op experience and your future aspirations. Business, industry and careers are changing at a rate faster than ever before. There is a real chance you could end up working in a job that does not even exist yet!

How do you prepare for that possibility?

One way is to develop and take inventory of both the soft and hard skills you have and continue to develop them. By being confident in your own skills, you can apply them in many different situations and careers. What you should know, is that as long as you have a good foundation of these skills, you can travel down many pathways and careers.

The Goal:

For you to have a complete list of all the skills you have learned and demonstrated in this course, along with examples and how they can be applied to various fields. You could use this list when trying to find a new job, to help write a resume or cover letter, or to prepare for an interview.

TASK:

- Complete the chart below outlining the skills you have learned and demonstrated throughout this course.
- Remember:
 - What? - Name the skill
 - So What? - Why it is important
 - Now What? - How I will apply this skill in the future

This is an evolving document - meaning that we will visit it many times throughout the semester. Feel free to edit previous entries, and add both hard and soft skills you are learning as the semester evolves.

Hard Skills: The technical abilities of a job (Eg. Computer Skills, Forklift Operation, etc.) These are often teachable and measurable.

Soft Skills: The abilities that are not unique to any job (Eg. problem solving, communication, leader, etc.) These skills make you a great employee and are often more important than the hard skills (as these can be taught to you).

Complete this final portion at the end of your placement:

Create a *visual representation* of your hard and soft skills that you have identified above, and include information on how those skills will support your success in your future aspirations (what you would like to do after secondary school).

Examples of a *visual representation* include:

→ Infographic	→ Graphic organizer	→ Updated resume and a cover letter with a specific job in mind



My Skills Inventory Rubric

	Level 1	Level 2	Level 3	Level 4
Knowledge & Understanding <input type="checkbox"/> A2.2 Describe personal skills, interests and strengths and explain how these skills might contribute to success in your Co-op experience	Demonstrates limited knowledge of content *Accurately identifies few skills, interests and strengths that contribute to success of Co-op	Demonstrates some knowledge of content *Accurately identifies some skills, interests and strengths that contribute to success of Co-op	Demonstrates considerable knowledge of content *Accurately identifies most skills, interests and strengths that contribute to success of Co-op	Demonstrates thorough knowledge of content *Accurately identifies skills, interests and strengths that contribute to success of Co-op
Thinking <input type="checkbox"/> B2.1 Identify and describe the skills and knowledge you have developed through your Co-op experience <input type="checkbox"/> C1.2 Develop questions to guide your inquiry on how your future skills can be utilized and by making connections to your Co-op experience	Use critical/creative thinking processes with limited effectiveness *Identifying limited skills and knowledge developed through the Co-op experience *Questions and inquiry leads to limited reasoning that relates to future education and career/life planning *Skills related to the Co-op experience and future experiences are limited	Use critical/creative thinking processes with some effectiveness *Accurately identifies some skills and knowledge developed through the Co-op experience *Questions and inquiry leads to some logical reasoning that relates to future education and career/life planning *Some skills accurately related to the Co-op experience and future experiences	Use critical/creative thinking processes with considerable effectiveness *Accurately identifies skills and knowledge developed through the Co-op experience *Questions and inquiry leads to logical reasoning that relates to future education and career/life planning *Skills are directly related to the Co-op experience and future experiences	Uses processing skills with high degree of effectiveness *Comprehensive identification of skills and knowledge developed through the Co-op experience *Questions and inquiry leads to comprehensive reasoning that relates to future education and career/life planning *Skills are thoroughly related to the Co-op experience and future experiences

<p>Communication</p> <ul style="list-style-type: none"> ❑ C2.2 Communicate results for the intended audience 	<p>Expresses and organizes ideas and information with limited effectiveness</p> <p>*Choice of visual representation communicates limited understanding of content</p> <p>*Communication is unclear (requiring significant inference on the part of the audience)</p>	<p>Expresses and organizes ideas and information with some effectiveness</p> <p>*Choice of visual representation communicates considerable understanding of content</p> <p>*Visual representation of information is clearly expressed</p>	<p>Expresses and organizes ideas and information with considerable effectiveness</p> <p>*Choice of visual representation communicates considerable understanding of content</p> <p>*Visual representation of information is clearly expressed</p>	<p>Expresses and organizes ideas and information with a high degree of effectiveness</p> <p>*Choice of visual representation communicates a high degree of understanding of content</p> <p>*Visual representation of information is extremely clear (requiring limited inference on the part of the audience)</p>
<p>Application</p> <ul style="list-style-type: none"> ❑ B2.2 Demonstrate how you are using skills and knowledge related to education and career/life planning in connection with your Co-op experience. ❑ B2.3 Describe how you will use the skills and knowledge developed through your Co-op experience in other aspects of your life, now and in the future ❑ C2.3 Describe ways in which you will be able to apply the skills and knowledge gained or further developed through your skills inventory in relation to the Co-op experience and other aspects of your life, now and in the future 	<p>Applies knowledge and skills in familiar contexts with limited effectiveness</p> <p>Makes connections within and between various contexts with limited effectiveness</p> <p>*Connections between Co-op and experiences and future aspirations are irrelevant and/or vague</p>	<p>Applies knowledge and skills in familiar contexts with some effectiveness</p> <p>Makes connections within and between various contexts with some effectiveness</p> <p>*Connections between Co-op and experiences and future career aspirations are relevant and general</p>	<p>Applies knowledge and skills in familiar contexts with considerable effectiveness</p> <p>Makes connections within and between various contexts with considerable effectiveness</p> <p>*Connections between Co-op and experiences and future career aspiration are specific and relevant</p>	<p>Applies knowledge and skills in familiar contexts with a high degree of effectiveness</p> <p>Makes connections within and between various contexts with a high degree of effectiveness</p> <p>*Connections between Co-op and experiences and future career aspirations are specific, relevant and convincing</p>